

# Opportunity to join Yellow Submarine!



**Job title:** Programmes Manager

**Salary:** £30,000

**Contract Type:** Full-time; 12-month contract, our expectation would be to offer a permanent contract at the end of the year, subject to performance and funding.

**Location:** Office-based

## Overview

Yellow Submarine is an award-winning charity, supporting people with additional needs and their families. Search '[Yellow Submarine Charity](#)' online to learn more.

We have an opportunity for a new team member to join us as a Programmes Manager; this role will include the oversight of activities and the management of a team. If you want the opportunity to join a small but friendly team, where you'll get to see the impact of the charity's work first-hand, this is the job for you.

The successful applicant requires exceptional organisational ability and should have a proactive nature, as well as a willingness to support and get involved in Yellow Submarine's activities. A sense of fun is a must!

## Job Description

To oversee and develop Yellow Submarine's programme of social activities – this includes a range of social clubs, school holiday activities and residential holidays for both adults and young people with learning disabilities.

## Key Duties

- To drive forwards the goals and aims of the charity; ensuring that activities are of a high standard - meeting the needs of our members and exceeding expectations.
- Supervising a small team of Activity Managers, sessional staff and volunteers, and the recruitment of new team members.
- Responsibility for budgets.
- Working with our fundraising team to secure appropriate funds and reporting on these activities to funders and commissioners.
- Building relationships with key stakeholders and representing the charity in a variety of settings.
- Taking a lead on safeguarding within the organisation and ensuring that all activities are running safely.
- To carry out any other duties within the general scope of the post, as directed by your line manager/the Co-Directors
- Every Yellow Submarine employee is required to uphold equal opportunities and anti-oppressive practice; whilst upholding safeguarding policies and procedures as set out by the organisation.

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This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with organisational priorities and duties may change or new duties be introduced after consultation with the post holder.

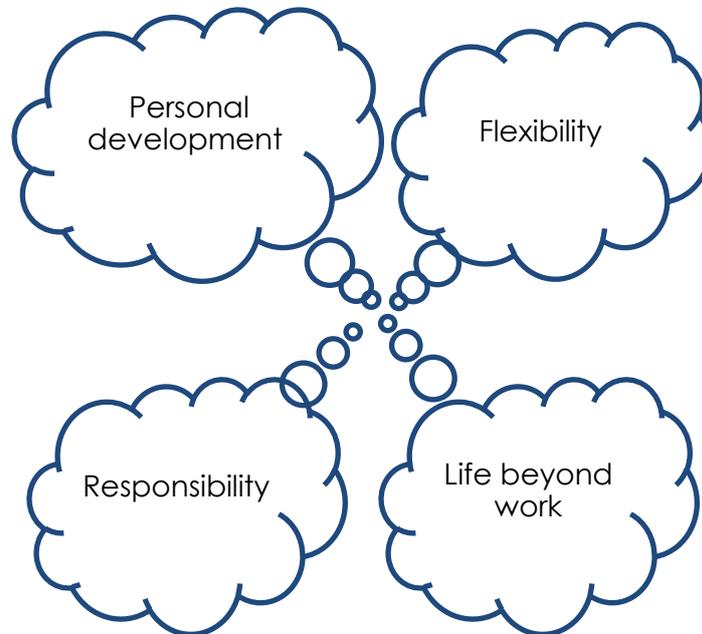
## Benefits

**Staff-centred training:** with regular supervision and appraisal

**Financial support:** to pursue goals such as further education

**Project Ownership:** manage your own workload

**Shape Strategy:** join team meetings



**Flexible Pay Structure:** choose what % of your remuneration is salary, holiday or pension

**Flexible Hours:** work around your life where possible

**Social Events:** social activities organised by staff for staff

## Person specification

We recognise our organisation is only as good as the people who work for us - first and foremost we are looking for people with the right characteristics; these include people who:

- ✓ Believe in the work that we do and understand the need for our organisation
- ✓ Genuinely relish the activities we offer and have a sense of fun that is contagious!
- ✓ Enjoy spending time with adults and young people of all backgrounds
- ✓ Confidence to manage and lead
- ✓ Able to both command respect and to inspire the people we support
- ✓ Safely manage a group with sole responsibility
- ✓ Inspire trust
- ✓ Recognise the need to be organised and responsible
- ✓ Have excellent communication skills - written and verbal
- ✓ A methodical approach to tasks as well as being resourceful
- ✓ To be both numerate and computer literate
- ✓ A flexible and can do attitude

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## Requirements:

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Have a sound education to A-level standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>- People Management</li> <li>- Safer Recruitment</li> <li>- Generalist or Specialist Safeguarding Certificate</li> <li>- First Aid training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience of leading a team</li> <li>- Experience of Project Management including report writing and budgets</li> </ul>	<ul style="list-style-type: none"> <li>- Experience in supporting people with learning disabilities/Autism</li> <li>- Experience of working for a similar organisation/charity</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Be able to inspire and lead a team</li> <li>- Demonstrate excellent communication skills</li> <li>- Be able to prioritise</li> <li>- Have good administrative skills.</li> <li>- Good IT skills e.g. Microsoft Office literate</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>- Full, clean UK driving license</li> <li>- Be able to 'get on' with people from all walks of life and a 'Can do' attitude</li> <li>- Be able to handle situations with tact, sensitivity and compassion</li> <li>- Have commitment and a conscientious approach to work</li> <li>- Have a responsive and helpful manner</li> <li>- Have the self-confidence and self-reliance to undertake the role</li> <li>- Have a proven reliability, excellent time keeping and attendance record</li> <li>- Be able to work under pressure</li> <li>- Be confidential</li> </ul>	<ul style="list-style-type: none"> <li>- A sense of humour!</li> </ul>

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	<ul style="list-style-type: none"><li>- Be able to work as part of a team</li><li>- A willingness to undertake training where necessary</li></ul>	
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## Application process

We welcome applications from all people regardless of race, gender, disability, religion, belief, sexual orientation or age and we are committed to providing under-represented groups with the help and support they need to apply.

To apply, you must complete an application form (available on the '[Join our Team](#)' page of our website). Successful applicants will require a DBS check.

**Application deadline:** Monday, 24<sup>th</sup> May 2021

**Start date:** ASAP

Interviews are scheduled to take place the W/C 7<sup>th</sup> June 2021; format TBC.

If you have any questions, please contact Cara Pembridge - [cara@yellowsubmarine.org.uk](mailto:cara@yellowsubmarine.org.uk)